



SJS 24<sup>th</sup> March 2021

**Re: Assessment Window Timetable and Easter Revision**

Dear Parent/ Carer

I am writing to update you on the assessment window that I outlined in my recent letter regarding Teacher Assessed Grades. The timetable attached outlines all of the assessments taking place for Year 13 students from the 21<sup>st</sup> April to the 19<sup>th</sup> May. A maximum of two assessments is being set for each subject. Some vocational subjects do not appear on the timetable as the nature of these courses means an assessment during the window is not necessary. Some subjects have been allocated time after the 19<sup>th</sup> May to conduct practical performances. This is to allow time for students to prepare for these elements separate to the assessment window. Information relating to what students need to revise in preparation for each assessment will be on Satchel One (Previously Show My Homework) by the end of this week. In addition, students will be emailed a copy of their individual timetable by the end of this week.

For assessments taking place in the morning students need to arrive at 8:30am via the gym gate for assessments to begin at 8:40am. For assessments taking place in the afternoon students need to make their way to the venue at 12:50pm, which will mean leaving their period 4 lesson early. Where students are not on school site prior to the assessment they must ensure they arrive at school no later than 12:50pm for the assessments to begin at 1:00pm. Venues will be confirmed in the week commencing 12<sup>th</sup> April and no later than Wednesday 14<sup>th</sup> April.

During the assessment window Year 13 students are required to attend all lessons in line with their normal timetable when they are not undertaking an assessment. Students must continue to attend lessons up until Thursday 27<sup>th</sup> May 2021. Lesson time will be used to help prepare students for the assessments and will also be used to continue to provide work that can be used as evidence as part of the Teacher Assessed Grade process. Please note that whilst the assessment window closes on the 19<sup>th</sup> May, we have allocated the weeks commencing 24<sup>th</sup> May and 7<sup>th</sup> June as weeks where we may need to ask students to catch up on key evidence that will be used as part of the Teacher Assessed Grades process and we ask that students remain available during these weeks.

I have also included a timetable for the revision sessions that are on offer during the Easter break. Sessions marked with an \* will be taking place on school site as they relate to practical skills or Non-Examined Assessment. Other sessions will be held virtually on Microsoft Teams. Students will be notified of which sessions they

should be attending via Microsoft Teams and Satchel One. Morning sessions run from 9:00-11:30am and afternoon sessions run from 12:15-2:45pm.

Please be assured that the purpose of this assessment window is to provide students with the opportunity to showcase their ability across their subjects and to add to the evidence that we already hold. We are committed to ensuring that all students have equal opportunity to maximise this opportunity and achieve the grades they deserve.

Yours sincerely



**Mr S Jones**  
Deputy Headteacher



**Mr S Mansell**  
Headteacher

